

# Memorandum

**TO:** HNVF Advisory Committee

**FROM:** Albert Balagso and  
Jane Light

**SUBJECT:** SEE BELOW

**DATE:** September 1, 2008

---

**SUBJECT: INCLUSION OF BOOKS FOR LITTLE HANDS IN THE ESTABLISHED PRIORITIES POLICY**

**REASON FOR SUPPLEMENTAL**

The Department of Parks, Recreation & Neighborhood Services (PRNS) and the San Jose Public Library (SJPL) request that the Healthy Neighborhoods Venture Fund Advisory Committee consider accepting a revised Established Priorities Policy.

**RECOMMENDATION**

Supplement the Ad Hoc Subcommittee's recommendation by including the San Jose Public Library's Books for Little Hands (BFLH) Program in the proposed Established Priorities Policy (Attachment A).

**BACKGROUND**

With the Healthy Neighborhood Venture Fund's current migration to the Results Based Accountability funding methodology and the inherently different method by which funding recommendations will be developed, additional governing documents have been developed to ensure integrity and alignment in the allocations process.

One of the governing policies recommended is the Established Priorities Policy, currently known as "off-the-top." The purpose of the Established Priorities Policy is to allocate HNVF funding to City Council-determined priorities without a competitive process.

The programs in the Established Priorities Policy are a combination of services that align with City priorities, support the Healthy Neighborhoods Strategic Work Plan, and have received HNVF funding since 2000. This recommendation would include the BFLH Program, supported by HNVF since 2000 through the competitive process, in the list of Established Priorities.

HNVF Advisory Committee Meeting Agenda item (h) refers to the Ad Hoc Subcommittees' recommended policies. The Established Priorities Policy proposed by the Ad Hoc Subcommittee

(with the assistance of City staff) does not include BFLH, as offered in this supplemental. PRNS and SJPL believe that the BFLH program warrants consideration for inclusion to the policy by virtue of having the same criteria as the other programs listed in the policy.

### **ANALYSIS**

The BFLH Program consists of the following four components:

1. Classroom Book Bags, which provide preschool teachers and childcare providers with a monthly supply of high quality children's literature in bilingual multicultural formats;
2. Curriculum Idea Kits, which give preschool teachers and childcare providers materials and books to use at their sites, that are related to kindergarten readiness concepts;
3. My Books and I, which enables children to take home high quality children's literature for use at home with their parents;
4. Early Education/Child Development Workshops, which are for parents, caregivers, and early educators on various topics so they are better able to support the early childhood development of the children in their care.

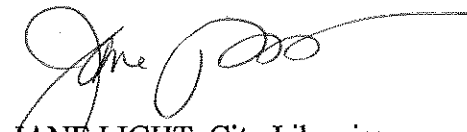
In addition to aligning with Healthy Neighborhood's Strategic Work Plan, the BFLH Program aligns with both of the HNVF Allocation Plan's Focus Areas for Youth: Early Care and Prevention. BFLH program activities include children's literature, materials, resources and parent education on subjects directly related to nutrition, health, fitness, prevention of childhood obesity, and healthy lifestyle choices including tobacco use prevention as specified in the Preventative Health Care and Healthy Lifestyle Service Areas of the HNVF Allocation Plan. In addition, BFLH services meet the needs which are identified in the City's Early Care and Education Strategic Plan entitled "Investment in the Future."

### **CONCLUSION**

Given the nature of this program and the consistent funding it has received since 2000, it is recommended that the BFLH Program be included in the Established Priorities Policy.



ALBERT BALAGSO, Director  
Parks, Recreation & Neighborhood Services



JANE LIGHT, City Librarian  
San Jose Public Library